



Thrift Savings Plan BULLETIN

for Service TSP Representatives

Subject: Thrift Savings Plan Training Courses

Date: February 2, 2004

In 2004, the Federal Retirement Thrift Investment Board (Board) will offer five training courses on the Thrift Savings Plan (TSP) designed for the uniformed services personnel and payroll representatives responsible for the administration of the TSP. The courses are:

- Overview of the Thrift Savings Plan for the Uniformed Services
- TSP Investments: Options and Operations
- TSP Withdrawal Program
- TSP Payroll Operations
- TSP Error Correction

Attachment 1 is the schedule of the training sessions for 2004. Attachments 2 – 6 are the agendas for each course.

All courses are free and are conducted at the Board's office in Washington, D.C.* The service must pay any transportation and per diem costs incurred by its participants. Participants must make their own hotel reservations, but they may call the Board at the telephone number below for assistance.

(Continued on next page)

*On a space available basis, all of the courses (except TSP Investments: Options and Operations), as well as briefings for members of the uniformed services regarding the TSP, may be held onsite at the service's request. The service must pay any transportation and per diem costs for the Board trainer; otherwise there is no charge. Services interested in hosting a course should contact the Board for additional information.

Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 11, Resources.

Supersedes: The bulletin supersedes TSP Bulletin 03-U-2, Thrift Savings Plan Training Courses, dated February 3, 2003.

Requests to attend the sessions must be submitted to the Board in writing. [Attachment 7](#) is the training request form. The form can be mailed or faxed to:

Federal Retirement Thrift Investment Board
1250 H Street, NW
Washington, D.C. 20005
Fax Number: (202) 942-1451

Confirmation letters will be mailed approximately 2 – 3 weeks prior to the course dates. Courses may be cancelled due to low registration. The Board will contact representatives who registered to reschedule.

A handwritten signature in black ink, reading "Pamela-Jeanne Moran". The signature is fluid and cursive, with the first name "Pamela" and last name "Moran" clearly legible.

PAMELA-JEANNE MORAN
Deputy Director
Office of External Affairs

- Attachments:
1. 2004 Schedule of TSP Training
 2. Agenda — Overview of the Thrift Savings Plan for the Uniformed Services
 3. Agenda — TSP Investments: Options and Operations
 4. Agenda — TSP Withdrawal Program
 5. Agenda — TSP Payroll Operations
 6. Agenda — TSP Error Correction
 7. Nomination for a Thrift Savings Plan Training Session

2004 Schedule of TSP Training

I. Overview of the Thrift Savings Plan for the Uniformed Services

April 6	September 14
June 22	November 16

II. TSP Investments: Options and Operations

April 7	September 15
June 23	November 17

III. TSP Withdrawal Program

April 8	September 16
June 24	November 18

IV. TSP Payroll Operations

April 21	October 27
July 7*	

V. TSP Error Correction

April 22	October 28
July 8*	

*Depending on demand, the Board will provide an interpreter for the hearing impaired during these sessions. Contact the Board for more information.

**THRIFT SAVINGS PLAN
Uniformed Services Representative Training**

**Overview of the Thrift Savings Plan for the Uniformed Services
One-Day Training Session**

DESCRIPTION

This introductory course has been designed primarily for uniformed services representatives who are responsible for all or part of the implementation of the Thrift Savings Plan (TSP) in their servicing offices and for staff responsible for providing information and assistance to service members. The course covers all facets of the TSP and is equally beneficial for professional and support staff.

AGENDA

I. Introduction to the TSP

- What it is — and is not
- Relationship to the Federal civilian retirement systems and the uniformed services retirement system
- Fundamentals of the TSP
- TSP ThriftLine and Web site

II. TSP Implementation — the Parties Responsible

- Roles of the Federal Retirement Thrift Investment Board, the Board's record keeper (the National Finance Center), the Services, and the participants
- TSP resources available to Service representatives

III. Establishing and Maintaining TSP Accounts

IV. Open Season Activities

- Service responsibilities during TSP open seasons
- Review of the open season materials

Lunch

V. The TSP Investment Funds

- What the TSP investment funds are
- Where to get information about the funds
- Contribution allocations
- Interfund transfers
- Daily valuation of TSP accounts

VI. The TSP Loan Program

- Overview of the TSP loan program
- Service responsibilities for implementing the loan program
- Changes to the TSP loan program

VII. TSP Withdrawals

- In-service withdrawals
- Post-separation withdrawals
- Special concerns (tax implications, need for planning)
- Service responsibilities
- Spouses' rights
- Death benefits

VIII. Evaluation and Course Summary

**THRIFT SAVINGS PLAN
Agency Representative Training**

**TSP Investments: Options and Operations
One-Day Training Session**

DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for responding to participant questions on the Thrift Savings Plan (TSP) investment activities. The course provides detailed information about the TSP investment funds and how investments are made. In addition, the course covers TSP investment operations, including allocation elections, interfund transfers, and earnings calculations. Attendees should have completed the “Overview of the Thrift Savings Plan.”

AGENDA

I. TSP Investments: Options

- How TSP investments are made
- G Fund
- F Fund
- C Fund
- S Fund
- I Fund
- Long-term investment considerations
- Dollar cost averaging
- Comparisons of fund performance
- Investment choices by time horizon
- Projecting account balances
- Exercise

Lunch

II. TSP Investments: Operations

- Determining share price
- Finding new and prior share prices
- Calculating daily earnings and period returns
- Review of monthly valuation in the TSP’s legacy system
- Comparing dollar valuation to share valuation

- Daily valuation in the new system
- Contribution allocations
- Interfund transfers
- TSP Web site
- ThriftLine
- How to track fund performance

III. Exercises and Review

IV. Evaluation and Module Summary

**THRIFT SAVINGS PLAN
Agency Representative Training
The TSP Withdrawal Program
One-Day Training Session**

DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for determining and providing information about the TSP withdrawal program to separating participants. It covers all facets of the withdrawal program and is equally beneficial for professional and support staff. Attendees should have completed the “Overview of the Thrift Savings Plan.”

AGENDA

I. TSP Withdrawal Implementation — the Parties Responsible

- Roles of the Board, the Board’s record keeper, the agencies, and the participants
- TSP resources available to agency representatives
- Spouses’ rights
- Combining TSP accounts
- Court orders
- Withdrawal rules for rehires

II. TSP In-Service Withdrawals

- Age-Based
- Financial Hardship

III. Informing Participants about TSP Post-Separation Withdrawal Options

- Withdrawal options
- Partial withdrawal
- Full withdrawal
- Special tax concerns

Lunch

- The TSP withdrawal package
- Resources available to separated participants

IV. TSP Death Benefits

- Form TSP-3, Designation of Beneficiary
- Payment of TSP death benefits; special tax concerns for beneficiaries

V. Exercises and Review

VI. Evaluation and Module Summary

THRIFT SAVINGS PLAN Agency Representative Training

TSP Payroll Operations One-Day Training Session

DESCRIPTION

This course is designed for civilian agency and uniformed services payroll representatives who are responsible for the submission of contributions and employee data to the Thrift Savings Plan (TSP) record keeper. This course covers all facets of the TSP contributions program, including error correction, and is equally beneficial for professional and support staff.

AGENDA

I. TSP Implementation — the Parties Responsible

- Roles of the Board, the Board's record keeper, the agencies, and the participants
- Information flow into TSP accounts
- TSP resources available to agency representatives

II. Submission and Maintenance of TSP Data

- Methods of submitting TSP data from agencies
- Purpose and description of the TSP data records
- TSP reconciliation reports

Lunch

- Review of TSP data records
- TSP data record exercises/review

III. TSP Error Correction

- Types of errors
- Submission of data records to correct errors
- Determining breakage
- TSP reconciliation reports

IV. Evaluation and Module Summary

THRIFT SAVINGS PLAN Agency Representative Training

TSP Error Correction One-Day Training Session

DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for the correction of TSP data and contribution errors. Attendees should have completed the “Overview of the Thrift Savings Plan” or “TSP Payroll Operations.”

AGENDA

I. Introduction

- Statute and regulations
- Agency responsibilities
- TSP resources available to agency representatives

II. TSP Error Correction

- Makeup of missed or insufficient contributions

Lunch

- Removal of erroneous contributions
- Back pay awards and other retroactive pay adjustments
- Retirement system coverage errors
- Impact of FERCCA
- Corrections resulting from application of USERRA provisions
- Statutory requirements for payment of breakage
- TSP breakage reports

III. Error Correction Exercises

IV. Evaluation and Module Summary

Nomination for a Thrift Savings Plan Training Session — Uniformed Services

Name _____ Rank _____ Title _____

_____-_____-_____
Social Security Number (_____)_____-_____
Telephone Number (Commercial) (_____)_____-_____
Telefax Number (Commercial)

Service Name and Mailing Address _____

E-mail address (.gov, .mil, or .edu) _____

One-day courses presented at the Federal Retirement Thrift Investment Board in Washington, D.C.

Date

☐ **Overview of the Thrift Savings Plan for the
Uniformed Services**

1st Choice _____

2nd Choice _____

☐ **TSP Investments: Options and Operations**

1st Choice _____

2nd Choice _____

☐ **TSP Withdrawal Program**

1st Choice _____

2nd Choice _____

☐ **TSP Payroll Operations**

1st Choice _____

2nd Choice _____

☐ **TSP Error Correction**

1st Choice _____

2nd Choice _____

Mail form to: **Federal Retirement Thrift Investment Board**, 1250 H Street, NW,
Washington, DC 20005, or fax to (202) 942-1451 (Confirmation No: (202) 942-1450).

Thrift Board Use Only

Confirmed by _____

Date Confirmed _____

Class Name(s) _____

Class Date(s) _____
